

DATE: MARCH 04, 2021

EMD2100002

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GRANTS MANAGEMENT SPECIALIST I

EXEMPT POSITION VACANCIES 003

LOCATION: DEPT OF HOMELAND SECURITY
EMERGENCY MANAGEMENT DIVISION
KANAWHA

SCHEDULE: DAY SHIFT UNLIMITED ORIGINAL FULL-TIME PERM.

FTE: 1.00

DUTIES: UNDER MODERATE SUPERVISION, AT THE FULL-
PERFORMANCE LEVEL, THIS POSITION PREPARES AND
REVIEWS GRANT APPLICATIONS AND ENSURES REGULATIONS
ARE FOLLOWED. SPECIFICALLY, THIS POSITION WILL
ASSIST DISASTER GRANT APPLICANTS WITH PROGRAM
DELIVERY THROUGH THE FEDERAL EMERGENCY MANAGEMENT
AGENCY (FEMA) WEB-BASED GRANTS PORTAL; WILL REVIEW
VENDOR INVOICES AND REIMBURSEMENT REQUESTS;
PREPARE FINAL GRANT AWARDED PACKAGES; NEGOTIATE
TERMS AND CONDITIONS OF GRANT AWARDS, WHICH
INCLUDES PROJECT PLANS, COST ESTIMATES, COST
SCHEDULES, AND OVERSIGHT RESPONSIBILITIES;
DETERMINE AVAILABILITY OF FUNDING PRIOR TO
COMPLETING LETTER OF CREDIT PAYMENTS; CONDUCT
PROJECT SITE INSPECTIONS AND PRELIMINARY DAMAGE
ASSESSMENTS; AND MONITOR POST-AWARD COMPLIANCE
WITH CONTRACT PROCUREMENT, ENVIRONMENTAL, HISTORIC
PRESERVATION, AND INSURANCE REQUIREMENTS AND SCOPE
OF WORK CHANGES. PERFORMS RELATED WORK AS
REQUIRED.
PN 0606PE0734,0606PE0735 AND 0606P00056

REQUIREMENTS: TRAINING: GRADUATION FROM AN ACCREDITED FOUR-YEAR
COLLEGE OR UNIVERSITY WITH A MAJOR IN BUSINESS
OR PUBLIC ADMINISTRATION, ECONOMICS, FINANCE,
BUSINESS MANAGEMENT OR ACCOUNTING OR RELATED
AREAS.
SUBSTITUTION: ADDITIONAL QUALIFYING EXPERIENCE AS
DESCRIBED BELOW MAY BE SUBSTITUTED FOR THE
REQUIRED TRAINING ON A YEAR-FOR-YEAR BASIS.
EXPERIENCE: ONE YEAR OF FULL-TIME OR EQUIVALENT
PART-TIME PAID EXPERIENCE IN GRANTS MANAGEMENT
OR PUBLIC FUNDS ADMINISTRATION.
SUBSTITUTION: MASTER'S DEGREE IN BUSINESS
OR PUBLIC ADMINISTRATION, ECONOMICS, FINANCE,
BUSINESS MANAGEMENT, ACCOUNTING, OR A CLOSELY

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RELATED FIELD, FROM AN ACCREDITED COLLEGE OR
UNIVERSITY, MAY BE SUBSTITUTED FOR THE
THE REQUIRED EXPERIENCE.

SALARY: PAY GRADE 010 \$25,146.96 - \$46,521.00

DEADLINE: MARCH 13, 2021

TO APPLY: SEND DIVISION OF PERSONNEL APPLICATION TO:
MELANIE THOMAS
WV EMERGENCY MANAGEMENT DIVISION
2403 FAIRLAWN AVENUE
DUNBAR, WV 25064

PLEASE INCLUDE POSTING NUMBER EMD2100002 ON APPLICATION